

HAYFIELD HIGH SCHOOL

STUDENT HANDBOOK 2019-2020

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This handbook is intended to be a guide for you at Hayfield High School.

It contains information, guidelines, and rules.

Let respect for yourself, for your school, for your fellow students, and for the faculty and administration govern your actions.

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The procedures included in the Hayfield High School Student Handbook, based on school policy, are the guidelines for school operation. Complete policies are available during business hours in the main office or can be located online.

DISTRICT VISION

A Caring Community Inspiring Lifelong Learning

DISTRICT MISSION STATEMENT

To provide a safe learning environment that engages, challenges, and inspires students for life.

The District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to handle inquiries regarding the non-discrimination policies:

Principal and Assistant Principal/504 Coordinators
 Superintendent/Title IX Coordinator

Hayfield Public Schools
 9 Sixth Avenue SE
 Hayfield, MN 55940

HIGH SCHOOL/MIDDLE SCHOOL DAY –

Students can use the school calendar on the district website to identify the letter day (A, B, C, D or E).

High School Daily Schedule-

6 Periods	A Day	B Day	C Day	D Day
8:05 – 9:02	2	1	1	1
9:06 – 10:03	3	3	2	2
10:07 – 11:04	4	4	4	3
11:08 – 11:29 11:31 – 11:54	Grades 10-12 Lunch/Homeroom Grades 6-9 Homeroom/Lunch			
11:58 – 12:55	6	5	5	5
12:59 – 1:56	7	7	6	6
2:00 – 2:57	8	8	8	7

E DAY (8 Periods)	
8:05 – 8:47	1
8:51 – 9:33	2
9:37 – 10:19	3
10:23 – 11:05	4
11:08 – 11:54	Grades 10-12 Lunch/Homeroom Grades 6-9 Homeroom/Lunch
11:57 – 12:39	5
12:43 – 1:25	6
1:29 – 2:11	7
2:15 – 2:57	8

Late Start (6 Periods)	
10:05 – 10:41	
10:44 – 11:20	
11:24 – 12:11	Grades 6-9 Lunch/Homeroom Grades 11-12 Homeroom/Lunch
12:15 – 12:53	
12:57 – 1:35	
1:39 – 2:16	
2:20 – 2:57	

Late Start (8 Periods)	
10:05 – 10:29	1
10:32 – 10:55	2
10:58 – 11:21	3
11:24 – 12:11	Grades 6-9 Lunch/Homeroom Grades 11-12 Homeroom/Lunch
12:15 – 12:44	4
12:48 – 1:17	5
1:21 – 1:50	6
1:54 – 2:23	7
2:27 – 2:57	8

8.3.2018

FOUNDATION OF SCHOOL SOCIETY

RESPECT FOR ALL STUDENTS

All students will respect each other's cultural, religious, sexual, disability, gender, race, and ethnicity. Racial, ethnic intolerance and sexual harassment are unacceptable behaviors for any student. Respect for others will apply in all areas of school life, including classrooms, study hall, locker rooms, etc. All students must behave in a mature and respectful manner at any school function or activity on or off campus.

RESPECT FOR ALL STAFF

The purpose of behavioral expectations or school discipline is to develop responsible school behavior and self-discipline. Students are expected at all times by their words, attitudes, actions, and behavior to show respect to Hayfield School teachers, students, and staff personnel, substitute teachers, and guests to our building.

AREAS OF RESPONSIBILITY: (see District Policy 506)

THE SCHOOL BOARD: The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.

SUPERINTENDENT: The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

PRINCIPAL: The school high school and elementary principals are given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents.

TEACHERS: All teachers shall be responsible for providing a well-planned teaching and learning environment and shall have primary responsibility for student conduct with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct.

OTHER SCHOOL DISTRICT PERSONNEL: All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the Superintendent.

PARENTS OR LEGAL GUARDIANS: Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

STUDENTS: All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.

THE PLEDGE OF ALLEGIANCE

Students in this school district shall recite the pledge of allegiance to the flag of the United States of America one or more times a week. A person in the main office shall conduct the recitation over the school intercom system. Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

STUDENT RIGHTS (see Policy District 506)

All students have the right to an education and the right to learn.

STUDENT RESPONSIBILITIES (see District Policy 506)

All students have the responsibility

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

STUDENT DISCIPLINE (see District Policy 506)

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment, which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. It is the position of the school district that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. 127.26 through 127.39.

In view of the foregoing and in accordance with Minn. Stat. 127.41, the school board, with the participation of school district administrators, teachers, employees, students, parents and community members and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

CODE OF STUDENT CONDUCT (see District Policy 506)

The following are examples of unacceptable behavior subject to disciplinary action by the school district. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds and school property, school-sponsored activities or trips, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school premises or events, and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco or tobacco paraphernalia;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;

10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, 506-6 including picture phones;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district' Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful language toward teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades other people;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
45. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

DISCIPLINARY ACTION OPTIONS (see District Policy 506)

It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;

- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

ACADEMICS

HAYFIELD HIGH SCHOOL GRADUATION REQUIREMENTS and OPPORTUNITIES FOR GRADES 6-12

Honors

Students will have the opportunity to graduate with honors, dependent upon their cumulative GPA in grades 9-12.

High Honors: 3.85-4.00 GPA

Honors: 3.67-3.85 GPA

Diploma with Distinction

The Diploma with Distinction is an opportunity for students to challenge themselves in the best possible way to prepare for the future whether the student is planning on attending college, the military or entering the workforce. The Diploma with Distinction challenges students to get the most out of their education at Hayfield high School. To qualify for the Diploma with Distinction honor a student must:

- Earn 12 semester credits for distinction with a cumulative 3.00 GPA in distinction classes.
- Distinction classes are taken for a letter grade. (Pass/fail not allowed.)
- Students must be enrolled at Hayfield High School for a minimum of 3.5 credits for each of the student's junior and senior year.
- Distinction credits must come from three different academic departments.

College in the Schools

College in the Schools (CIS) is an opportunity for students to gain college credits on campus at no additional cost to the student. Students will have the opportunity to register for any CIS classes during pre-registration. CIS classes count as both a high school and college credit. Please see the registration guide for specific courses and additional information.

Post-Secondary Enrollment Options (PSEO) – Policy 598

Minnesota law provides sophomores, juniors, and seniors the opportunity to take courses, full or part-time, at any post-secondary institution in the state. If interested in this program for advanced study, students should contact the principal or counselor as there are certain requirements and deadlines to be met. Students are still required to fulfill all graduation requirements and failure to arrange credits in advance may result in failure to graduate. Diplomas will be withheld until grades are received from the college attended. PSEO students are not to be in the school building during the school day unless it is during a scheduled class. PSEO students are responsible for adhering to the Visitors' Policy as stated in the High School Student and Parent Handbook. A visitor is considered to be any person not attending on-site classes at Hayfield High School. Students attending on-site classes at Hayfield High School are not permitted to have visitors during the school day. Students who are enrolled full-time in PSEO programs are required to make appointments in advance with the principal and/or counselor prior to coming to the Hayfield High School campus.

STUDENT AGENDAS

HHS student agendas are required for each student in 6th grade and optional for grades 7-12. The cost of these agendas is \$5 each.

GRADING CUTOFFS

All teachers in grades 6-12 will be using the following grading scale when determining student academic grades.

100-94%	A
93-90%	A-
89-87%	B+
86-84%	B
83-80%	B-
79-77%	C+
76-74%	C
73-70%	C-
69-67%	D+
66-64%	D
63-60%	D-
59-0%	F

ACADEMIC HONOR ROLL

Honor rolls are published every quarter to recognize outstanding academic achievement. The following are the criteria for a student to be listed on the honor roll:

1. High Honor Roll - 3.67 GPA
2. 'B' Honor Roll - 3.0 GPA
3. At least half of the credits must be a letter grade (no Pass/Fail).

ACADEMIC LETTERING

Students in grades 9-12 are eligible for academic lettering. Students earning a 3.67 GPA in each of the first three-quarters of the current school year will receive an academic letter. No application is necessary.

ACADEMIC ELIGIBILITY (District Policy 599)

1. Students receiving an incomplete will be declared ineligible for extracurricular activities until the incomplete is removed.
2. Students may practice during the ineligible period.
3. Grade 7 students are exempt from this policy during the first quarter (Fall) of their academic career.

Students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules.

Note: Coaches and advisors are responsible to see that the ineligible lists are followed by the students. The Athletic Director is responsible for seeing that the ineligible lists are followed by the coaches.

1. This policy applies to all students in all extra curriculum activities (arts, athletics, FFA, etc.)
2. Grades 7-12 students may not have an F during any of the grade checks throughout the course of their season. Grade checks will occur four times a quarter at the end of the 3rd, 5th, 7th, 9th weeks. Grades will be checks will occur on Friday and ineligible students will miss the following Monday-Sunday. Following one week of ineligibility, the student may begin to participate as long as the student is passing all courses, including homeroom. Students who continue to have one F will be ineligible for another week. It is the responsibility of the athletic director for checking and communicating with coaches, supervisors, and teachers for ineligible students.

NATIONAL HONOR SOCIETY

Admission: Students must have a 3.67 GPA to be eligible for membership consideration. The characteristics of scholarship, character, and leadership/service all have equal value in determining the final selections for membership into the National Honor Society. Eligible members of the junior and senior class complete a student activity form, write an essay, and send out recommendation forms to five (5) teachers of their choice. Points are awarded for: activities listed, class rank and character qualities of integrity, behavior, ethics, and cooperation with both students and faculty. A percentage of total points will determine induction into the Hayfield Chapter of NHS. Hayfield High School holds the annual induction at the Academic, Arts, and Awards banquet in May.

Dismissal: Members who fall below the standards that were the basis for their selection or who fail to fulfill the activity requirements of the Hayfield Chapter will be promptly warned in writing by the chapter advisor. The person will be given a reasonable amount of time to correct the deficiency. Only one warning will be given before dismissal. However in the case of a flagrant violation of school rules or civil laws (this includes but is not limited to: drinking, tobacco possession and/or usage, disrespect for others, cheating, etc.), a member does not have to be warned. In all cases of impending dismissal, a member shall have the right to a hearing before the Faculty Advisory Committee.

REPORT CARDS

Report cards are issued four (4) times per year and can be accessed on JMC the week following the end of each quarter. Report cards should include letter grades, teacher comments. A paper document can be requested by contacting the high school office. Honor roll certificates and awards will be given to students by their teachers in homeroom.

INCOMPLETE GRADES

Students will be allowed ten (10) school days from the end of each quarter to turn an incomplete into a letter grade. The time allowance for incompletes begins the last school day of the quarter in which the student received the incomplete. Once this time has passed without satisfactory progress, the student will fail the course for the quarter. Incompletes are given on an individual need basis for extenuating circumstances, not for poor planning.

SCHEDULE CHANGES

Student schedule changes should be made with great care. Courses may not be dropped or added after the 15th day of each semester, except due to extenuating circumstances and with the approval of the teacher, parent, and counselor or principal. Withdrawal from a course at any time beyond the mid-quarter, results in a penalty and makes the student ineligible for the honor roll.

Students who wish to drop or add a course should obtain a form from the counseling center and must have parent, instructor, and counselor or principal approval before changing their schedule. Students wishing to **drop and add** a course must do so within the first week the course is in session or at the discretion of the teacher. Beyond this time the student must remain in the course and receive the grade earned. Dropping a course forfeits all credit earned for that course. Student's must be enrolled in at least 7 courses each semester.

STUDY HALLS

Study halls may be scheduled to provide students with an opportunity to use non-class time appropriately. Students enrolled in a study hall are responsible to the teacher assigned to the study hall. Attendance and behavior policies for study halls are the same as for academic classes. Students may opt to use the media center, other classrooms, or music facilities with a pre-arranged pass, provided the necessary supervision is available. Students must come prepared to work quietly and independently, bringing with them all necessary materials. Personal music devices are allowed as long as they don't become a distraction. Students will be allowed to bring food/drink to 9-12 study halls, but passes to the cafeteria will not be given. No cards or games will be allowed in study hall or the media center.

STUDENT AIDE

Students are allowed the opportunity to volunteer to assist teachers, staff, and other students during their study hall time. Students interested may contact Mrs. Connelly in the guidance office during the first week of each quarter to request a student aide application.

FIELD TRIPS

Curriculum-based field trips can add an extra dimension to student learning. Fees may be charged for field trips. Only curriculum-based field trips will be offered during school time with the exception of the senior class trip. Seniors not attending the senior class trip will be expected to be in class. No athletic and only limited activity field trips will be offered.

Before going, students are expected to have work completed for their classes. In order to attend, the student and the parent must agree to the rules and regulations for the trip. A field trip permission slip must be completed, signed by the parent(s)/guardian(s) and returned to the sponsoring teacher with the completed make-up slip as evidence that work is completed one day prior to departure.

Students electing not to attend curriculum-based field trips will be given proper opportunity to recover class credit earned by those students on the field trip.

TEXTBOOKS

Textbooks are furnished free of charge by the school district. Students are expected to take care of books to prevent soil or damage. All books should be covered. When covers are placed on books, they are not to be fastened to the book itself with scotch tape, paste, or other adhesives. The name of the student should be written in ink in the space provided in each book. Teachers will note the condition of the book at the time it is issued to the student. The student should call to the attention of the teacher any defects, which he/she thinks have been overlooked by the teacher. The student must pay for any lost or damaged book. The range for repair or replacement of each book varies based on usage and availability. Student agendas are considered the same as a textbook. It will cost \$5 to replace a lost or damaged agenda.

TECHNOLOGY

Technology is furnished to student's upon the payment of the technology fee as determined by the district. Student's are expected to take care of their school issued technology to prevent damage. Technology should be used appropriately and stored in the school designated case. School issued technology devices are not covered by the school's insurance and student's are responsible for all damage, repairs, and replacement of damaged or missing parts.

SUPPLIES

Students are expected to bring with them to every class the supplies necessary to complete the course of study. Classes that require extra supplies will be identified and students are expected to pay in advance or reimburse the district for those expenses.

GRADING FOR LEARNING

Rationale

Hayfield High School believes that grading should be consistent, accurate, meaningful, and supportive of learning. Our goal is to improve the grading system to gain a more accurate representation of student learning.

Definitions

Formative Assessments (Assessment *for* learning) are designed to provide practice and direction for improvement for individual students or for a whole class. Formative Assessments include: labs, quizzes, practice activities, daily rehearsals, participation, class discussion, entrance and exit tickets, worksheets, and other homework.

Summative Assessments (Assessment *of* learning) are designed to provide information used in making judgments about a student's achievement at the end of a sequence of instruction. All courses in grades 6-12 will have a minimum of two (2) summative assessments per grading term. Summative assessments include: tests, quizzes, projects, presentations, performances, papers/essays, and semester finals.

Grading

Academic Grades

Academic grades in grades 9-12 will be calculated using a weighted scale of 75% summative assessments (tests, quizzes, papers, projects, presentations, and performances) and 25% formative assessments. Academic grades will be reported using the A-F scale and the Uniform Grading Scale.

In 5th and 6th grade academic grades will be calculated by using a weighted scale of 50% summative and 50% formative assessments.

In 7th and 8th grade academic grades will be calculated by using a weighted scale of 60% summative assessments and 40% formative assessments.

Final Exams

All 9-12 courses will have a final summative assessment that represents the essential learning of the course. Assessments may include, but are not limited to, oral presentations, essays, short answer or multiple choice exams, portfolios, and performances. The final assessment will be recorded as a separate grade and can count for no less than 10% and no more than 20% of a student's course grade. The final assessment is to be a culmination of knowledge from the content covered in the semester and a final should be given at the end of the semester, according to the finals schedule. Classroom teachers may choose to offer two semester final summative assessments in lieu of one year-end assessment. Retakes will not be offered on final exams. All courses in grades 6-8 may elect to do finals, but they are optional. They retake and late work parameters do not apply to final exams.

Grading Parameters

- A. Academic grades should reflect student academic achievement.
- B. Grading should not be used for disciplinary purposes.
- C. Students and parents will be provided with information regarding grading practices.
- D. Additionally, JMC Online will be available to parents so they can access, via computer, their child's academic grades and scores.
- E. The professional judgment of teachers should be respected.
- F. The following should be used in grading for formative and summative assessments as it applies to when they are turned in.

Due Date	Credit Received
Turned in on time (Due Date)	100%
Formative Assessments—After the due date, prior to the end of the chapter summative assessment	90%
Formative Assessments—Within 5 school days after the end of the unit summative assessment.	50%
Formative Assessments—6 or more school days after the end of a unit summative assessment	0%
Summative Assessments—Turned in within 5 school days after the due date	90%
Summative Assessments—Turned in 6 or more school days after the due date and prior to the end of the quarter	50%

G. Due to the dramatic impact of a zero on an academic grade, teachers may assign a grade of no lower than 50% to a summative assessment provided that the basic requirements of the assessment are met; a zero will be used only if a student chooses to make no effort to complete an assessment.

H. Missing assessments will be reflected in the grade book as late/included (LI). This means the assessment either has not been completed or did not meet the minimum requirements. It is calculated into the student's current grade as a zero.

I. Students will have one opportunity to re-take summative assessments and will have five school days to do so. Re-takes will cover the same content but may be in a different format. Teachers may give students the opportunity to take only part of the summative assessment as a retake. Students will be expected to initiate a re-take according to the teacher's schedule and must have all formative assessments completed prior to a re-take. A student's re-take score will be the score entered for the summative assessment.

J. The purpose of extra credit is to provide additional academic practice in order to enhance the learning of course standards. A teacher is not required to offer extra credit in any given course. Extra credit will be recorded separately from a student's summative and formative assessment grades and will not exceed 2.5% of the student's overall grade. At a teacher's discretion, bonus points, affecting no more than 5% of the assessment grade, may be included in a particular summative assessment. All extra credit should be related to the academic content of the course.

K. Academic dishonesty will be handled in accordance with ISD#203 District Policy 506 (Student Discipline). Students in violation of this policy will have five school (5) days from the incident to complete an alternate assessment. If a student fails to complete the alternate assessment a grade of zero will be recorded. The time and location of the alternate assessment will be set by the classroom teacher. Any student with a documented incident of academic dishonesty during the quarter will be ineligible for the honor roll.

It is the philosophy of Hayfield Community Schools to assist students in all aspects of writing and research, but plagiarism is clear-cut and clearly evident when it occurs. The consequences for plagiarism are as follows
Grade 6: In 6th grade, teachers will teach students about their mistakes and encourage them not to repeat them. A discipline referral is made in JMC for documentation purposes. A student who plagiarizes will be given a replacement assessment, for the same point value and the original assessment. NOTE: If extensive plagiarism occurs, the student may receive a zero per teacher discretion. Students will receive lunch detention until the assignment is resolved and will report to the teacher during homeroom until the issue is resolved.
Grades 7: Students who plagiarize will have the opportunity to redo the assessment for full credit. Students will receive lunch detention until the assignment is resolved and will report to the teacher during homeroom until the redo has been completed. A discipline referral is made in JMC for documentation purposes. NOTE: If extensive plagiarism occurs, the student may receive a zero per teacher discretion.
Grades 8-12: Students plagiarized assessments can be redone and the redo will be averaged with 50% to determine the student's final score. Therefore, the highest score a student could receive on a plagiarized assignment is a 75%. Students will be assigned lunch detention until the assignment is resolved for up to 5 days. If the student chooses not to redo the assignment, a separate project will be assigned during lunch detention. A discipline referral is made in JMC for documentation purposes. NOTE: If extensive plagiarism occurs, the student may receive a zero per teacher discretion. Discipline referrals will reset in 9th grade as students transition from junior high to senior high.

L. Attendance will not be considered when determining academic grades. Students will be required to make up work missed due to excused or unexcused absences or tardies. Students who have 7 or more days of unexcused absences will be referred to the Attendance Review Board in cooperation with Dodge County.

M. Scores on group projects should have a minimal impact on a student's overall grade. Group projects should have an individual score included as part of the assessment.

N. Teachers will provide clear explanations of all summative and formative assessments within JMC.

O. Academic grades will be based on student performance on preset standards and not on achievement compared to other students.

ATTENDANCE

ATTENDANCE (see District POLICY 503)

Minnesota State Law and Education Department regulations require daily attendance. Students are required to be in attendance each school day from the beginning to the end of the day. Regular attendance is necessary for the student's academic success. It also promotes a positive work ethic for employment skills and future success. The district school board policy #503-Student Attendance can be found on the district webpage (www.hayfield.k.12.mn.us).

Parent/Guardian attitude toward excellent school attendance is probably the most significant factor in the student's attendance. An attempt should be made to limit absences and avoid unnecessary absences. Parents/guardians are required to notify the school office via note, email or telephone call prior to 8:30 A.M. on or before the day their child will be absent for any reason.

The school voice mail is open 24 hours per day. The phone numbers or emails are:
Hayfield High School – 507-671-1555 or email: jmeek@hayfield.k12.mn.us

You will need to give your name, your student's name, your child's teacher's name, and the reason for the absence. The call ensures the safety of your child as well as allows us to inform the teacher of your child's absence. If a phone call, note, or email is not received when a child is absent, the school office will call the parents/guardians. If parents cannot be reached by phone, a note from parents is expected on the day following the absence. Failure to call or send a note may result in an unexcused absence. We appreciate your cooperation in ensuring the safety of your children.

CLOSED CAMPUS

Hayfield High School is a closed campus. Students are not allowed to leave campus at any time unless it is an approved excused absence.

LEAVING THE BUILDING DURING THE SCHOOL DAY: All students must receive permission from the office personnel prior to leaving. This permission is given with a blue slip. The blue slip does not represent an excused absence. It is simply a student's and parent(s)/guardian(s) receipt that the proper procedure was followed to leave the building. To receive a blue slip the student must present a note from his/her parent(s) guardian(s) to the office personnel by 8:00 AM. Phone calls from the parent(s)/guardian(s) are also acceptable. **Notes or phones calls received after the student has left the building will not be accepted. The absence will be unexcused and the student will lose eligibility for the day and be assigned thirty (30) minutes of detention.**

LUNCH ATTENDANCE: All students will be expected to spend their entire lunch period in the lunchroom and designated supervised areas unless an arrangement has been made with a staff person to be under his/her supervision.

ASSEMBLIES: All assemblies are considered part of the total education program; attendance at assemblies is considered the same as attendance at any class.

EXCUSED ABSENCES:

The following reasons constitute excused absences from regular attendance at school:

1. Illness.
2. Serious illness in student's immediate family.
3. A death or funeral in student's immediate family or a close friend or relative.
4. Medical, dental, orthodontic treatment or a counseling appointment.
5. Court appearances occasioned by family or personal action.
6. Religious instruction not to exceed three hours in any week.
7. Physical emergency conditions such as fire, flood, storm, etc.
8. Official school field trip or outing.
9. Removal of student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to make-up work.
10. Family emergencies.
11. Active duty in any military branch of the United States.
12. A student's condition that requires ongoing treatment for a mental health diagnosis.
13. Work at home with excuse, up to 3 days.
14. Vacation with families, up to 5 days.
15. Personal trips to schools or colleges, up to 4 days. Addition post-secondary visits maybe approved by school administration.

UNEXCUSED ABSENCES:

The following are examples of absences which will not be excused:

1. Truancy. An absence by a student which was not approved by the parent and/or the school district.
2. Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
3. Work at home, exceeding 3 days.
4. Work at a business, except under a school-sponsored work release program.
5. Vacations with family, exceeding 5 days or without prior notification.
6. Personal trips to schools or colleges, exceeding 4 days.
7. Absences resulting from cumulated unexcused tardies (8 tardies equal one unexcused absence).
8. Any other absence not included under the attendance procedures set out in the policy.

Students with unexcused absences shall be subject to discipline in the following manner:

- (a) For any unexcused absence in a year the student will be required to make up work due to such absence.
- (b) After the third (3) cumulated unexcused absence in a year, a student's parent or guardian will be notified by first class mail of his or her child's attendance record.
- (c) After the fifth cumulated unexcused absence, the student or his or her parent or guardian may, within reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will be sent via certified mail and will state that the school strongly urges the student's parent or guardian to request such a conference. It will notify parents of the statute regarding truancy.
- (d) After the seventh cumulated unexcused absence, the student will be referred to the Attendance Review Board through Dodge County. The notification will be sent via certified mail and will state the date and time the parent/guardians and student will need to meet for the Attendance Review Board.

EXCESSIVE ABSENCES

In the view of the importance of school attendance, absences are considered excessive according to the district and Dodge County as prescribed below.

1. Level 1 Truancy – (Up to 3 unexcused absences) - A letter will be sent home after each unexcused absence. A student with three unexcused absences is identified as a Continuing Truancy. A letter will be sent home requiring a conference with the parent. An intervention will be put in place which will include one or more of the following:

- a. Referral to other school staff for assistance.
- b. Weekly meetings with counselor or school administration to track attendance.
- c. Detention
- d. Outside agency support
- e. Communication with teaching staff as needed to provide additional support.
- f. Review of academic and behavior needs.

2. Level 2 Truancy (5 Unexcused Absences) – A student with five unexcused absences is identified as a Habitual Truant. A certified letter will be sent to the parents requiring a meeting with the Attendance Review Board (ARB). Failure to meet this obligation may subject the parent to prosecution under Minnesota State Statute §120A.34.

3. Level 3 Truancy (7 or More Unexcused Absences) – Continued unexcused absences or failure to appear for the ARB Meeting.

MAKE-UP WORK

Students who are absent are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. Work missed because of absence must be made up within 2 days from the date of the student's return to school. Any work not completed within this period shall result in a late assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

PRESENT BUT NOT PARTICIPATING

Physical education classes must be completed as a requirement for graduation. A letter must be presented from the doctor to be excused from PE. If you are injured or ill and cannot participate in PE on a certain day, you must have a note from your parent(s)/guardian(s) and still attend class that day. You may be required to complete a report in lieu of participation. Upon the second note from parent(s)/guardian(s), the student will be referred to the school nurse for continued evaluation and contact with the parent(s)/guardian(s)

COLLEGE VISITATION

Juniors and seniors will be allowed time for college visitation; no more than four college visits will be allowed per school year. This is in addition to college fairs attended by students in grades 10-12 as part of career development in the high school. A written note is expected from parents and the arrangements may be made through the counselor. These are foreseen absence days; therefore, the same procedure is to be followed. A student not following this procedure will receive an unexcused absence. Upon return from a college visit, the student needs to turn in a confirmation slip to the high school office. Confirmation slips are available from the counselors or in the Main Office. No college visits will be allowed during the last two (2) weeks of school.

ATTENDANCE ELIGIBILITY

Students who have an unexcused absence from any class during the day will not be allowed to participate in extracurricular activities for that day. The office must be notified and given reason for any absence prior to the absence occurring or students risk being ineligible for participation. Students who are absent for more than half the scheduled class periods, on a given day, will not be allowed to participate in practice, athletic events, contests, or performances for that day.

Note: Coaches and advisors are responsible to see that the ineligible lists are followed by students. The Athletic Director is responsible for seeing that the ineligible lists are followed by the coaches.

TARDY

A student not in the classroom when the bell rings for the start of class is late for class (tardy) and will be recorded as tardy. Students who are more than five minutes tardy will be given an unexcused absence for that class period. This will be recorded as an unexcused absence on their attendance record and guidelines for an unexcused absence will then be followed.

If the student has a legitimate excuse, the appropriate staff member responsible for the student will give him a pass. Office staff will not give passes between classes. Unexcused tardies are not allowed. If the tardy is unexcused the teacher will record that tardy. The first two tardies will result in no immediate consequences. If the student is tardy three times in a quarter, it will be equal to an unexcused absence for the class and the guidelines for an unexcused absence will then be followed. Repeated tardies may result in a student, parent, teacher, counselor or administrator conference and/or a referral to the appropriate county for truancy.

DISCIPLINE (see District Policy 506)

DISTRICT DETENTION

Detentions are assigned for offenses, which include but are not limited to tardiness, dress code violations, unexcused absences, lunchroom violations, technological inappropriateness, disrespect, etc. Parents will be notified regarding the incident or infraction.

District detention may be served before or after school Tuesday and Thursdays 7:30 – 8:00 am and 3:00 – 3:30 pm (except holidays and early release days). Students not in extra-curricular activities must leave the building when their time is completed.

Detention will be held in the classroom of the designated teacher for Tuesday and Thursday. Rules for detention:

1. Students will bring enough school work and/or reading materials to keep busy for one hour.
2. No talking or visiting will be allowed.
3. No food or drink will be allowed.
4. No sleeping or lying of heads on desk will be permitted.
5. Students will be on time. Detention time is 7:30 – 8:00 am and 3:00 – 3:30 pm Tuesday and Thursday. Students are not permitted to leave the room during detention period to go to their locker, bathroom, or for any other reason.
6. Students who do not follow detention rules will be removed and lose all detention minutes earned.

TEACHER DETENTION

A teacher detention may be assigned for violations of tardies, violations of teacher expectations or school policies within the classroom. Teachers will inform students of the detention. Any teacher detention time assigned needs to be served in their classroom before or after school at the teacher's discretion within five (5) school days of the offense or the time may be submitted to the office and doubled as district detention.

IN-SCHOOL SUSPENSION (ISS)

ISS is used at the discretion of the administration.

OUT-OF-SCHOOL SUSPENSION (OSS)

The guidelines for out-of-school suspension are set by the State of Minnesota which includes flagrant or dangerous violations of school guidelines. Parents will be notified and a plan for re-admittance will be set forth in writing and signed by the student, his/her parents and a member of the Administrative Team.

DRESS CODE AND APPEARANCE (see District Policy 504)

It is expected that students will be dressed appropriately, whatever the occasion. A student will do his/her utmost to present an acceptable appearance by being neat and clean. Extremes in attire and attention-getters will not be tolerated. Since some students do not realize what is acceptable in an educational setting, anyone whose dress appearance is disruptive and not in good taste will be asked to make the necessary adjustments. Interpretation will be the responsibility of the District, and the District's ruling will be final. This rule applies to all student activities under the direction of the school. Those students participating in extracurricular activities must abide by additional requirements as suggested by the sponsoring staff member and approved by the District.

In general, students are expected to wear clean, dignified, modest clothing. The following are guidelines:

1. All clothing will be clean, in good repair and considered appropriate by the Hayfield High School administration.
2. No obscene or profane wording or graphics; no wording or graphics that have double meanings (ex. Hooters, BONG, etc.) will appear on clothing.
3. No clothing depicting or advertising alcohol, tobacco, or other illegal drugs is allowed.
4. Objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which denotes gang membership will not be allowed.
5. The trunk of your body (chest, back, abdomen and pelvis) should not be exposed. A student's neckline of clothing will not extend below an imaginary line from armpit to armpit. Sleeveless shirts must have two straps that are at least three fingers wide.
6. Short and skirt bottoms must fall no higher than your fingertips with your arms straight at your side and fingers extended.
7. Headgear including hats, caps, bandanas, hoods, etc. is prohibited inside Hayfield High School upon entering the building.
8. Coats, jackets and other cold-weather garments may not be worn in classrooms.
9. Wallet chains, neck or wrist collars, pagers, CD players, radios, hand-held games, laser pointers, etc., are not permitted.
10. Hair styles and the use of make-up are to be neat and to be within the acceptable norm.
11. "Wheeler" shoes are not allowed in school at any time.
12. All undergarments must be covered at all times.

BACKPACKS

In maintaining a safe school, backpacks, duffel bags, messenger bags, etc., will not be allowed in classrooms during the school day.

CELL PHONES (and other electronic devices)

Students are allowed to use cell phones during passing time but all electronic devices must be turned off and out of sight in a classroom and media center. This includes all field trips and other educational settings not inside the school building. Students may use cell phones to call parents/guardians before or after school, or they can come to the office and use a cell phone during the school day. Consequences for violating the district cell phone policy are listed in the chart below. Electronic devices may be used during lunch or with teacher permission.

ALCOHOL AND DRUGS (see District Policy 417)

At no time may students, while at Hayfield High School, on the grounds, or at the bus stops, or while representing Hayfield High School at curricular, co-curricular or extra-curricular activities, possess, use, or be under the influence of alcohol, tobacco, or illegal drugs.

Students who violate Hayfield High School and state regulations regarding the use of alcohol, tobacco, or chemicals will forfeit the privilege to perform publicly or hold office in an activity. Students participating in Minnesota State High School League activities will be sanctioned according to MSHSL guidelines. Law enforcement will be called for each offense.

REMOVAL OF A STUDENT FROM CLASS

Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed seven (7) days, pursuant to this discipline policy.

Grounds for removal from class shall include the following:

- Conduct which materially and substantially disrupts the rights of others to an education;
- Conduct which endangers school district employees, the student or other students, or the property of the school;
- Violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or other conduct, which at the discretion of the teacher or administration, required removal of the student from class. Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed seven (7) such periods.

Consequences can be found in the chart below.

DISCIPLINE CHART

Infraction (violation)	Consequence
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Cell phones (and other electronic devices)	<p>1st violation = \$5 fine payable to the student's class account.</p> <p>2nd violation = \$10 fine payable to the student's class account and 30 minutes of district detention.</p> <p>3rd violation = \$15 fine payable to the student's class account and 60 minutes of district detention</p> <p>Each subsequent violation will result in a \$5 increase in the fine and an additional 30 minutes of district detention. All confiscated phones will be held in the principal's office until the end of the day. Students can pick up their phone in the high school office at the end of the day.</p>
Cheating	Student is given one week to redo assignment for full credit, parent contacted, and detention.
Dress and appearance Any student who violates the dress code or who dresses in a manner deemed inappropriate by the administration/staff.	The student will be asked to remove the inappropriate article and replace it with something appropriate, turn it around, or cover it. If a student needs to go home to correct the dress, the parent will be notified. Class time missed will be unexcused. Repeated violations may result in consequences. Teachers will ask any student who does not meet the dress/appearance code to correct the issue and may refer the student to the counselors or administration for discipline. Failure to correct inappropriate dress or appearance will be deemed as insubordination.
Failure to follow student driving/parking rules	A conference with the principal/designee, parents contacted, law enforcement officials contacted (ticket), and/or loss of driving and parking privileges on school property.
Failure to serve detention	Failure to serve the assigned detention will result in doubling the detention time.
Inappropriate Language	District detention or other disciplinary action as deemed appropriate by the administrator.
Lunch Violations	One or more of the following: last in line, cleaning the cafeteria, detention or having a restricted lunch hour, or eating lunch in the office.
Public Display of Affection (PDA)	PDA between students is not a socially appropriate behavior at school or at school activities. Examples of PDA that are prohibited are kissing, hugging or any bodily contact other than holding hands. Momentary or casual hugging between good friends is permissible. Students who engage in PDA will be subject to disciplinary action.
Possession/use of tobacco, alcohol and other illegal drugs	<p>First Offense: Notify law enforcement, Activities Director and MSHSL and given in-school suspension.</p> <p>Second Offense: Same as above, except student to be suspended from school for two (2) days.</p> <p>Third/Fourth Offense: Same as above, except student to be suspended for 3 – 5 days and/or other consequences as determined by an administrator.</p>
Removal from class for disciplinary reason	<p>PROCEDURE: The school administration and teachers believe removal from class to be a serious consequence in regard to student behavior. Note: Students who are involved in extra-curricular activities and removed from a class are ineligible to participate in practice or an event that day.</p> <p>FIRST REMOVAL: When a district employee has decided to remove a student from a classroom for the remainder of the period, the student is to report directly to the office. An incident report will be filed and sent home. The student will return to class the next day. The student will be responsible for any work he/she has missed. The parent will be notified by written letter.</p> <p>SECOND REMOVAL: The student is to report directly to the office. The Administration will determine the consequences. The student will not be allowed in the class for the next two (2) days. The parent will be notified as soon as possible either by telephone or written letter. The student will be responsible for any work he/she has missed.</p> <p>THIRD REMOVAL: The student is to report directly to the office. The administration will determine the consequences. The student will not be allowed in the class for the next five (5) days. The parent will be notified as soon as possible either by telephone or written letter. The student will be responsible for any work he/she will have missed. The student will do his/her work in a restricted study hall.</p> <p>FOURTH REMOVAL: The student is to report directly to the office. An incident report will be filed. The student and the parents will be notified in writing that their child will be permanently removed from this class for the remainder of the year and will forfeit all credit.</p>

	<p>DISTRICT PROCEDURES:</p> <ol style="list-style-type: none"> 1. Upon removal from class the student will report directly to the office. 2. Upon removal from class the staff member will make an incident report to the office. 3. The parent will be notified as soon as possible either by telephone or written letter. 4. The District will deliver notice via mail, email, voice mail, or in person of the class removal. 5. The District will follow required Minnesota and IEP procedures according to law. <p>APPEAL PROCESS: An appeal process is in place if requested.</p>
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STUDENT HEALTH AND SAFETY

HEALTH SERVICES

District 203 will provide health services. The Health office is located across from the kitchen. A nurse or health aide is available for students requiring medical attention during the school day. Students receiving medical services on a regular basis will be issued a pass that should be kept on the inside front cover of the student agenda.

Any student who becomes ill or is injured during the school day must go to the Health Office. The nurse or health aide may contact a parent or guardian and will notify the office if the student is leaving the building. It is the parent’s responsibility to provide transportation home for ill or injured students.

Vision and hearing checks will be performed on 7th and 10th grade students. Dates and times to be determined by the school nurse.

If a student’s health requires medication to be given during school hours, the school will need to have the following:

1. All prescription and over-the-counter medication taken at school must have both doctor and parent authorization and be dispensed from the Health Office.
2. An adult or authorized person must bring all medications to the school.
3. Written authorization from a doctor (including emergency room MD) stating
 - the name of the medication
 - the dosage
 - the time(s) it is to be given
 - the reason your child needs the medication
 - any special directions for administering the medication
4. Parent permission for your child to receive the medication in school.
5. The medication must be supplied in a prescription bottle or container properly labeled by a pharmacy or physician. Parents should request that the pharmacy provide two prescription bottles or containers at the time the medication is obtained. This will allow for a prescription container to be kept at home and at school.

STUDENT INSURANCE

The school does not provide excess accident insurance. If parents do not have accident insurance or if they have a high deductible, a school time or 24 hour accident policy may be purchased from Student Assurance Services Incorporated. Forms will be available at the Viking Pride Open House or in the main office. The school will forward the premium to the company when received from the parent. Students will be covered from the date the premium is received by the school.

PARENTS/GUARDIANS OUT OF TOWN

When parents or guardians expect to be out of town, they should notify the school where they may be reached in case of emergency. It is also recommended that parents leave a name and phone number of a local party that the school might contact.

FOOD SERVICE

Taher is contracted to provide food service to the district. Breakfast is served daily from 7:45 to 8:00 am for high school students at a cost of **\$1.70**. **An extra breakfast entrée is available for \$1.70.** Breakfast will not be available on late start days. Lunch is served daily over two shifts for high school students at a cost of **\$2.75** for grades 6-12, and **\$4.20** for adults. An extra serving of the main item is available for **\$1.80** and milk at **\$.70** each may be purchased on the regular lunch account.

An a la carte counter is available to purchase nutritious food and beverages on a cash basis. This is available during the lunch hour.

The school is not allowed to have pop or vending machines available when breakfast or lunch is being served.

The campus will remain closed for all students during the school day. Lunch will be eaten in the lunch room only. Food items may be brought in from home by the students and kept in their lockers until lunchtime. Likewise, food from area restaurants may be brought in by a parent or guardian.

Students are given individual lunch account numbers. All students within a family are billed together. These account numbers should not be shared with other students. Each student and ultimately each student's parent(s)/guardian(s) are responsible for any charges that occur on the account. Lunch accounts are prepaid and notices for low account balances will be sent via email.

FOOD IN CLASSROOMS

Beverages and food items are not permitted in the HS classrooms without teacher approval. Eating and drinking is permitted in the halls and locker area as long as the areas are kept clean. If beverages and food items are part of the curriculum, special arrangements will be made.

ANNOUNCEMENTS

Daily announcements are on the high school website and will be on TV's around the school.

SCHOOL CLOSINGS

School closings, because of inclement weather, will be announced on television stations KTTC (Channel 10) and KAAL (Channel 6); the District 203 website at www.hayfield.k12.mn.us and via School Messenger.

JMC MESSENGER

Hayfield Schools use an automated web-based parent notification system for school closings and other emergency situations. This system will also be used to notify parents of attendance concerns as well as general reminders of events such as conferences and report cards. It is very important that the school has current contact and emergency contact information for each student. Please make sure to update your contact information in the office.

BUILDING ACCESS

The building hours are 7:30 AM to 3:30 PM. Students will not be allowed in the building outside of building hours unless under the direct supervision of a school employee. Students wishing to see teachers outside of building hours would need to make prior arrangements.

The building access will be limited during the school day. The two available entrances will be the high school main office and the elementary office.

PARKING LOT

Parking is available in the student parking lot behind the high school for any student with a valid driver's license and a vehicle. Inability to observe the parking lot rules may result in a fine being imposed.

1. Park only in designated student parking spaces.
2. Park only in one space.
3. Observe a speed limit of 10 mph.
4. Reckless driving will be cause for suspension of the parking privileges.
5. Based on the incident, it is at the school's discretion to notify Dodge County Law Enforcement.

HALL PASSING

Students may not be in the halls when classes are in session unless they have a pass. Special passes will be issued for media center, music, medical, office, and student aide needs.

Hall traffic will flow smoothly if students practice courtesy and observe the following basic rules:

- Always keep to the right in corridors and on stairways.
- Do not congregate in groups or sit on the steps so the flow of traffic is impeded.
- Running, pushing, excessive noise, and other types of discourteous conduct are not allowed.

VISITORS

Student visitors can be a distraction to the individual host student, the class, and the teacher. Therefore, student visitors are not allowed.

Adult visitors are welcome in the building by following the simple check in: report to the main office, sign in with name and time of arrival, receive a visitor's badge, return to the main office at the end of the visit and hand in the visitor's badge and sign out with the time of departure.

PHOTOGRAPHING AND VIDEO TAPING OF STUDENTS

Each year the school district and the Zumbro Education District provide information to the newspaper and other media when possible to share school activities with the community. We send names and photos to the newspaper to add interest and to honor the students. Students may also be video-taped during their concerts and various other programs or photographed or video-taped for instructional, educational, or publicity purposes.

LOCKERS

A student's locker is a secure place to store personal possessions, books, and school supplies. Please do not bring valuables to school. It is recommended that you use a lock. District 203 is not responsible for lost and stolen articles. Student lockers are the property of Hayfield High School and are therefore subject to inspection at any time by an administrator. Students do not have the right to privacy in the school in public places. Lockers are assigned at the beginning of the school year. Locker sharing is not acceptable and all students share the risk should there be an issue. Defacing a locker is considered an act of vandalism. Adhesive stickers of any type are not permitted on the lockers. Students are responsible for keeping their lockers in good repair and should notify the office if they have a locker that needs repair.

LOCKER AND PERSONAL POSSESSION SEARCHES (see Policy 502)

School lockers and desks are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant. The personal possession of students within a school locker, desk, or on the person may be searched only when school authorities have a reasonable suspicion that the search may uncover evidence of a violation of law or school rules.

FIRE ALARMS

Fire drills are practiced throughout the school year as a safety precaution that in the event of a real fire, students would be able to clear the building in a safe and orderly fashion. Any time the fire alarm sounds, students and staff are to take the alarm seriously and follow the fire evacuation plan.

FIRE DRILL PROCEDURES

Teachers are responsible to review the exit routes posted next to the door in each classroom. Make students aware of fire exit routes. A safe exit requires the following procedure:

- Follow the instructions of your teacher
- The last person to leave the room must close the doors and windows
- When the fire alarm sounds, leave the room quickly, quietly and in good order
- Walk rapidly, but do not run

- Remain close to the nearest wall while moving to the exit
- Form as many lines as space will permit
- Doors will be held open by the first student to reach them
- After leaving the building, move at least 500 ft away from the building
- Return to class when given the all-clear or when other accommodations have been made for you

WEAPONS POLICY (see District Policy 501)

Hayfield High School strives to maintain a learning and working environment which is safe and secure for students, staff, and the public.

Therefore, no student or non-student, including adults and visitors, shall possess, use, or distribute a weapon when in a school location.

A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns, BB guns; all knives; blades, clubs; metal knuckles; nun-chucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No student shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including but not limited to weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

The school shall take immediate action to investigate all acts or complaints of violence. The Principal must, by federal law, recommend an expulsion, not to exceed one year, for any student who brings a firearm to school. The Principal may modify such expulsions on a case-by-case basis.

DESTRUCTION OF PROPERTY, THEFT

If a student is found destroying or stealing any school or personal property at Hayfield High School, the administrative team will determine the consequences, which may include contacting law enforcement.

HARASSMENT (see District Policy 413) (RELIGIOUS, RACIAL, SEXUAL, DISABILITY)

Hayfield High School strives to maintain a learning and working environment that is free of harassment. No employee or student of the school shall be subjected to harassment.

A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex, gender or disability:

- Name calling, jokes or rumors
- Pulling on clothing
- Graffiti
- Notes or cartoons
- Unwelcome touching of a person or clothing
- Offensive or graphic posters or book covers
- Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings, or make you feel bad.

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, or the Principal. You may also make a written report that should be given to a teacher, counselor, or the Principal.

We take seriously all reports of harassment or violence and will take all appropriate actions based on the report given, which may include suspension or expulsion. Students participating in Minnesota State High School League activities will be sanctioned according to MSHSL guidelines.

BULLYING (see District Policy 514)

Bullying means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to; conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of: harming a student; damaging a student's property; placing a student in reasonable fear of harm to his or her person or property; or creating a hostile educational environment for a student.

At the discretion of the building principal, reports of harassment and/or bullying may be forwarded to the School Resource Officer for review.

DEFINITION OF CHEMICAL DEPENDENCY

The inability of an individual to control his/her use of alcohol or other chemicals thereby reducing physical, mental, emotional, or social awareness and impairing a student's scholastic achievement constitutes chemical dependency.

PHILOSOPHY

Hayfield High School recognizes that chemical dependency is an illness often preceded by misuse and abuse. Because Hayfield wishes to intervene early in the process, contact with a student manifesting signs of chemical misuse or abuse will be made to both educate and aid the student should he/she need help.

The school's role in dealing with students who may have chemical dependency problems that are manifested in school is to assist the students and parents with such problems. Treatment rather than censure is the goal. If a student accepts referral and/or treatment, that fact will be regarded as it would be for any illness. So long as a student is involved with a program and is making satisfactory progress, no reason exists why he/she may not remain in school.

No records of the student's participation in a chemical dependency program will become part of the student's permanent record. The student's participation in a program, including conversations with staff members, will be held strictly confidential.

Efforts will be made by the school to maintain such students in an educational program so long as they are able to participate and they do not interfere with rights and welfare of other students. The educational experience, in itself, may prove an important preventative or rehabilitative experience.

The school does not serve a law enforcement function, although it works cooperatively with law enforcement officials and community agencies in handling students with chemical dependency problems and related issues. When a student is found using chemicals on school property, he/she is already subject to established school disciplinary policy. In addition, the student will be referred to law enforcement.

FACILITIES

We are proud of our facilities at Hayfield High School. We encourage all that use this building to do their part to keep this facility in good condition. Please do not litter or cause damage to the building. If you see something in disrepair, please bring it to the attention of the building administrator. The building is a smoke-free/ tobacco-free building.

MEDIA CENTER

The Media Center contains a collection of print and non-print material including books, on-line informational databases, videos, general interest magazines, and daily newspapers. Students and community members are encouraged to visit the Media Center to study, access information, or read, between the hours of 7:45 AM and 3:15 PM, Monday through Friday.

Students wishing to use the Media Center during the school day must obtain a pass from a classroom teacher. Students are expected to work individually or in small groups. Due to the varied needs of the many students and faculty who use the Media Center, everyone must converse and work quietly. Students are not allowed to enter Internet chat rooms or play games/cards while in the Media Center. Food and beverages are also not allowed. Most books in the Media Center may be checked out for two weeks and may be renewed.

There are no fines for overdue materials, but students are reminded that these materials are shared by the entire Hayfield community and should be promptly returned for others to use. Students are expected to pay the replacement cost of lost or damaged materials.

Hayfield Community Schools belong to Southeastern Libraries Cooperative (SELCO). This allows us to share resources with other libraries in southeast Minnesota. Students are welcome to have materials ordered for them from other libraries. There is a link to SELCO on the school web site where materials can be searched for and ordered with Hayfield High School as the pick-up site. To ensure our continued partnership, we request that all users of the SELCO system return materials promptly and in good condition. Damaged materials will be assessed a fee for repair or replacement. Please direct any questions to the media center at extension 241.

COUNSELING CENTER

The Guidance and Counseling Center is located on the first floor of the high school building in Room 23. The center is open to all students and should be used during study hall and before and after school, if possible. **Students will need a pre-arranged pass to see a counselor.** No student will be allowed to leave a classroom without a pre-arranged pass. Appointments should be made in advance to facilitate individual needs. Personal questions about courses, high school plans, post-high school plans, tests, financial aid, transcripts, and personal issues may be discussed with a counselor. The parents or guardian are welcome to consult with a counselor. Transcripts will be printed at a cost of \$1 per transcript.

COMPUTER USE (see District Policy 524)

Acceptable Use: Use of technology at Hayfield Schools is a privilege extended to individuals who wish to enhance their learning experiences. Each user has the privilege to make use of authorized hardware and software found at the Hayfield Schools buildings. An internet e-mail policy will be signed by the student and parent before access privileges are given.

Guidelines: Students at Hayfield are expected to comply with the following procedures.

1. Students will follow the signed acceptable use statement.
2. No student is allowed to use any other users' account to access computers.
3. Hate mail, harassment, discriminatory remarks, and other anti-social behaviors are prohibited on the network.
4. The use of the computer to transmit or view pornography, or any other information generally considered inappropriate in a school setting, is forbidden.
5. Forwarding non-educational material, including chain letters, is discouraged.
6. Students will maintain and take care of all leased district equipment.

Consequences: Automatic notification will be made to the parent or guardian of any infraction. Depending on the severity of the infraction, ANY of the following consequences may be imposed:

1. Appropriate legal action will be taken.
2. Conference with parent or guardian will be held.
3. Individual access privileges will be revoked.
4. Loss of network use for a determined period of time will occur.
5. School disciplinary action according to the general school rules as outlined in the student handbook will be implemented.
6. If the district incurs a cost due to student negligence or misuse, the student will be responsible for the cost.

ELEVATORS

Students are not permitted to use the elevators. Students who need to use the elevator for medical reasons can obtain a pass from the nurse or Main Office.

LAVATORIES

Lavatories are available throughout the day on an as needed basis. It is recommended that students use the passing time between classes and lunch time for the lavatories. Anyone misusing the lavatories is subject to disciplinary action.

STUDENT ACTIVITIES AND ATHLETICS

ORGANIZATIONS AND ACTIVITIES

The list of options below is a good representation of the organizations and activities that students are encouraged to join. Most require commitment outside of the school day.

Academic Triathlon, Book Club, Class Officers, Concert Band, Concert Choir, Drama, FFA, Viking Singers, Jazz Band, National Honor Society, Robotics Club, SADD, Speech Team, Student Council, Target Team and WEB.

STUDENT ACTIVITIES (see District Policy 510)

The best school program for high school students is a balanced one with time for studies and activities. A variety of student activities are available at Hayfield High School to meet individual interests and abilities.

The student who joins an activity can learn the important lessons of how to get along and work with others, to share, to sacrifice, and to grow into a well-rounded person. Hayfield High School encourages its students to participate in student activities. Many activities offer the opportunity to earn a letter if specific criteria are met.

STUDENT ATHLETICS

Girls' Interscholastic Competition: Basketball, Cross Country, Dance Team, Golf, Hockey (Co-op with Dodge County), Soccer (Co-op with Triton), Softball, Track, Volleyball, Adapted Bowling

Boys' Interscholastic Competition: Baseball, Basketball, Cross Country, Football, Golf, Hockey (Co-op with Dodge County), Soccer (Co-op with Triton), Track, Wrestling, Adapted Bowling

ACTIVITY PARTICIPATION FEES

There is a \$80.00 (for each of the first two sports) and \$55.00 (for a third sport) fee assessed to all 9-12 students who participate in all MSHSL athletics with a family cap of \$325.00. Drama and Speech fee is \$30.00/event. Junior High athletic fees will be \$55.00 per sport. Families in need may apply for assistance. See the Athletic Director. Note: no participation fees are charged for weightlifting

ATHLETIC EQUIPMENT Athletic uniforms and equipment are assigned to student participants free of charge. It is expected that students will return the athletic uniforms and equipment in good condition. The following procedure is in place:

- Equipment issued will be numbered and signed out by the student.
- Coaches will notify students if uniforms or equipment returned is different than what was signed out originally.
- Students are expected to pay for the replacement of lost, stolen, or damaged uniforms and equipment.

ELIGIBILITY FOR ACTIVITIES/ATHLETICS

Fall, winter, and spring sign up dates will be announced and posted on school web site.

Being removed from a class (incident report) will result in the student being ineligible to practice or participate in extra-curricular activities that day. A student must attend school for three classes on a 6-period day and four classes on an 8-period day in order to be eligible to practice or participate in extra-curricular activities that day.

The student is responsible for knowing the schedule of the day.

Student Academic Eligibility (District Policy 599): Students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules.

A student may have his/her situation reviewed by the administration. The administration reserves the right to investigate any extenuating circumstances and to restrict/restore eligibility as appropriate.

STUDENT CODE OF RESPONSIBILITIES (District Policy 534)

Any student participating in Hayfield Community School's extra-curricular and co-curricular activities understands and accepts the following responsibilities:

1. The student will respect the rights and beliefs of others and will treat others with courtesy and consideration.
2. The student will be fully responsible for his/her own actions and the consequences of his/her actions.
3. The student will respect the property of others.
4. The student will respect and obey the rules of his/her school and the laws of his/her community, state, and country.
5. The student will show respect to those who are responsible for enforcing the rules of his/her school and the laws of his/her community, state, and country.

A student whose character or conduct violates the Student Code of Responsibilities and is not in good standing and shall be declared ineligible for the following period of time, games, meets or contests:

- A. MSHSL Athletic Penalty
 - a. First Violation: After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two(2) weeks of a season in which the student is a participant, whichever is greater.
 - b. Second Violation: After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant or three (3) weeks, whichever is greater.
 - c. Third and Subsequent Violations: After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests in which the student is a participant or four (4) weeks, whichever is greater.
 - d. Consecutive Penalties: Penalties shall be consecutive beginning with the student's first participation in a school-sponsored activity and continuing through the student's high school career.
 - e. Denial Disqualification: The student shall be disqualified from all interscholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate, and then is subsequently found guilty of the violation.
- B. MSHSL Contest Penalty

- a. First Violation: After confirmation of a violation, the student shall lose eligibility for the next one (1) concert or contest in which the student is a participant, or an alternate appropriate consequence determined by the committee.
 - b. Consecutive Penalties: Penalties shall be consecutive beginning with the student's first participation in a school-sponsored activity and continuing through the student's high school career.
 - c. Denial Disqualification: The student shall be disqualified from all interscholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate, and then is subsequently found guilty of the violation.
- C. **The Building Principal, Activities Director, and Head Coach or Director of the extra-curricular or co-curricular activity involved will meet to determine if the Student Code of Responsibilities was violated, on a case by case basis. If the case has merit, the student and family will be notified in writing and given 10 days from the mailing of the notice to request a hearing on the school's eligibility decision. The request for hearing must include a statement outlining the basis for the claim of ineligibility.**
- D. All documented incidents of academic dishonesty will be considered a violation of the Student Code of Responsibilities.
- E. "Any student athlete who does not attend a contests or games due to academic ineligibility or a MSHSL violation (chemical or code of conduct) is ineligible to receive postseason awards, including letters, or serve as a team captain for the season in which the violation occurs and/or the penalty is served."

PENALTIES

The penalty for a violation of the Minnesota State High School League's rules concerning the use of mood-altering chemicals would be loss of eligibility. Each period of ineligibility would start after confirmation of the violation. Penalties shall be accumulative beginning with and continuing throughout the student's participation on a Varsity, Junior Varsity, "B" Squad, Sophomore, Ninth, Eighth, or Seventh Grade team or activity.

If a student is involved in more than one category, the student must satisfy the violation in each category. If a student commits a violation and is not involved in an activity or team at the time, the violation stays on record and will be enforced during the next activity or team in which the student chooses to participate. A student must remain out for the activity if they are to receive credit for the contests missed. If a student is cut from the team or quits, the consequences remain until the next season of participation.

CATEGORY I: (ALL ATHLETICS)

Violation 1: Two (2) contests or 14 consecutive calendar days, whichever is greater.

Violation 2: Next six (6) consecutive contests or 21 consecutive calendar days, whichever is greater.

Violation 3: Next twelve (12) consecutive contests or 28 consecutive days, whichever is greater.

CATEGORY II: (FINE ARTS: BAND, CHORUS, DRAMA, AND SPEECH)

Violation 1: Next honors performance or competition

Violation 2: Next two honors performances or competitions

Violation 3: Next three honors performances or competitions

CATEGORY III: (FFA)

Violation 1: Next three weeks

Violation 2: Next six weeks

Violation 3: Next nine weeks

Before being readmitted to activities following suspension for the **second violation**, the student shall show evidence in writing that he/she has sought or has received counseling from a community agency or professional individual such as a school counselor, drug counselor, medical doctor, psychiatrist or psychologist, unless the administration waives this requirement.

When appropriate, the school may refer a student to a community agency or a professional individual outside the school for assessment of potential chemical abuse or misuse.

After the **third violation** it is recommended that the student should be referred for assessment of potential chemical abuse, misuse, or dependency by a community agency or a professional.

SPORTSMANSHIP

Hayfield Community School District expects fans to demonstrate good sportsmanship at all times. It is expected that all spectators will treat athletic participants, coaches, officials, and representatives of competing schools with respect.

Hayfield staff will monitor contests to ensure that negative behavior is not tolerated and that a positive atmosphere exists for the participants, spectators, and officials.

Spectators' Code of Conduct:

- Take part in cheers with the cheerleaders and applaud good performances.
- Work cooperatively with contest officials and supervisors in keeping order.
- Refrain from crowd booing, foot stomping, or making negative comments about officials or participants.
- Stay off the playing floor or contest area at all times.
- Show respect for private property.

Should fans be observed acting inappropriately, the following procedure will be followed:

FIRST OFFENSE: The supervisor will informally visit with the individual and explain the impropriety of the behavior. The supervisor may eject the individual from the contest if the violation is blatant. The supervisor will also explain the consequences of future violations.

SECOND OFFENSE: The individual will be ejected from the contest and will be told that any further problems will result in suspension for the remainder of the year.

THIRD OFFENSE: The individual will be suspended from attending contests for the remainder of the year, or longer if deemed appropriate.

DIRECTORY INFORMATION

Public information shall include names and pictures of students participating in or attending extra-curricular activities, school events, and High School League activities or events.

TRANSPORTATION

If your child requires transportation, you **must** fill out an emergency contact transportation form. This form is in your child's school packet or can be picked up at the transportation office. This form must be handed in immediately in the fall or no later than one week before the child is to be transported to school. If you have more than one child to be transported, complete one form per household.

BUS TRANSPORTATION

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities. All school rules are in effect while a student is riding the bus.

LATE BUS

The school district will offer a late bus to students needing transportation services after on-site extra-curricular activities conclude. The late bus route includes the communities of Oslo, Sargeant, Waltham, and Brownsdale. No cash will be taken on the bus. A punch card may be purchased for \$10.00 (10 rides) or \$20.00 (25 rides).

FAN BUS

A fan bus may be organized to attend Hayfield High School activities. Cheerleaders and their coach(es) are expected to ride the fan bus when one is sent. There will be a nominal cost for this service. Students being transported to an event on the bus are expected to return on the bus unless a parent/guardian contacts the chaperone and personally takes the student from his/her supervision. Any student riding the fan bus will follow the bus rules in place for any regular route. Infractions of bus rules may result in suspension from fan buses and possibly further consequences by the District.

SCHOOL BUS RULES

The school district bus safety rules are to be posted on every bus. Students will be given a copy of bus rules during school bus safety training. Rules are to be posted on each bus, and the bus driver will periodically review both rules and consequences with students. If these rules are broken, the school district's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's transportation director at the school or the building principal. Rules include:

- Follow the directions of the driver immediately.
- Sit in your seat facing forward.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep your arms, legs, and belongings to yourself.
- No fighting, harassment, intimidation or horseplay.
- Do not throw any object.
- No tobacco, alcohol, or other drugs.
- Do not bring any weapon or dangerous object on the bus.
- Do not damage the bus.
- Other act, as determined by administration, which are disruptive, dangerous or detrimental.

TRANSPORTATION CONSEQUENCES

Consequences for school bus misconduct will apply to all regular, late route, activity, or athletic buses. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (i.e. field trips, competitions, etc.) will be the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges. Student attendance in school is expected while suspended from bus privileges. Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus misconduct.

PROCEDURES FOR RESIDENTS TO FOLLOW WHEN VOICING A COMPLAINT OR CONCERN INVOLVING THE SCHOOL DISTRICT

In an effort to promote an open line of communication between the school district and its residents, the school board and the administration is requesting that a person follow the procedures that are set forth in school board policy # 206. The policy states the following in regards to complaints or concerns:

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from procedure number 1 or other problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

CONTACTS

Hayfield Schools Superintendent
Gregg Slaathaug, Ext. 1557

Hayfield High School Principal
Grant Klennert, Ext. 1555

Hayfield Elementary Principal
Jeff Snider, Ext. 1568

Hayfield High School Office
Jess Meek, Ext. 1525

Guidance Counselors
Kathy Connelly, Ext. 1532

Athletic/Activities Director
Chris Pack, Ext. 1560

Counseling Office
Jeanne Klocke, Ext. 1587

Food Service Director
Kim Sorensen, Ext. 1548

Maintenance
Terry Picha, Ext. 1540

School Nurse
Michele Nelson, Ext. 1558

Special Education Coordinator
Janet Hartman, Ext. 1521

Technology Coordinator
Brian Bartley, Ext. 1500

Hayfield Bus Company
Salena Knudson, 507-671-1612